

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



DOD 4525.6-M

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

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**DEPARTMENT OF DEFENSE
POSTAL MANUAL**

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DoD 4525.6-M, 15 August 2002, is supplemented as follows:

This supplement establishes the unique requirements in regards to policy and procedures of the postal mission within AETC in support of the basic manual. It does not apply to Air Force Reserve Command or Air National Guard units.

Ensure all records created as a result of processes prescribed in this supplement are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://afrims.amc.af.mil/rds_series.cfm.

SUMMARY OF REVISIONS

This supplement is substantially revised and must be completely reviewed. Requires monthly receptacle checks be conducted (paragraph C3.3.5.1), requires security checks to be conducted at the end of the day (paragraph C10.5.1), instructs postal personnel to enter through a designated entrance only (paragraph C10.5.1.6), and requires users of explosive detection equipment to randomly scan mail according to AETCI 33-302, *Operation of the IONSCAN Scanner* (paragraph C10.7.4.1).

C1.1.6.8.4. (Added) Ensure proposed postal service centers (PSC) statements of work (SOW) and contract drafts are coordinated with HQ AETC/A6OC before SOWs and contracts are finalized or approved.

C3.3.5.1. PSCs will use AETC VA 33-3, *Postal Service Center Receptacle Review Card*, to perform monthly receptacle checks. If a DD Form 2258, **Temporary Mail Disposition Instructions**, has not been filled out, place AETC VA 33-3 in every mail receptacle. "Old" mail is defined as mail postmarked 30 days or more than present date.

C10.5.1. Use SF 702, **Security Container Check Sheet**, to document each opening and closing of safes and lockable containers. Use SF 701, **Activity Security Checklist**, to conduct end-of-day security checks. **NOTE:** Additional security and safety checks may be added in the blank spaces on the SF 701.

C10.5.1.6. Postal personnel will enter work areas through a designated entrance only, and only designated postal personnel are permitted unescorted entry. All other personnel must sign in on AF IMT 1109, **Visitor Register Log**, and be escorted at all times.

C10.7.4.1. AETC activities will use IONSCAN 400B explosive detection equipment to randomly scan mail according to AETCI 33-302, *Operation of the IONSCAN Scanner*.

C15.10.7. Use of their privately owned vehicle (POV) by PSC contractors to transport mail for the PSC to dorms meets all requirements of the basic manual.

C15.10.7.2. Basic military training instructors will be designated as mail orderlies on DD Form 285, **Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly**. As such, they are authorized to use their POV to transport basic trainees' personal mail from the servicing PSC to the duty location. Intermittent stops are not authorized.

C15.15. (Added) IMTs and Forms Adopted. SF 701, **Activity Security Checklist**; SF 702, **Security Container Check Sheet**; DD Form 285, **Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly**; DD Form 2258, **Temporary Mail Disposition Instructions**; and AF IMT 1109, **Visitor Register Log**.

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